Absences Fiscal Year Checklist

Keep in mind the absence reports on the web reflect data as of the time STRSAD is generated for option #2.

_____ Make sure you have all absences posted through June 30, 2021. Most likely, this will happen sometime in July.

_____ Leave balances cannot be retrieved from a prior time period. Therefore it is very important that you print and/or fiche/cdrom leave balance reports at the time they reflect balances as of June 30th. Put the reports in a safe place.

Suggested reports to retain:

_____ **ABSRPT**   Attendance/Absence Reports
   ABS101   - Staff attendance/absence Reporting.
   ABS102   - Staff attendance/absence report with day-of-week
              graph.
   ABS103   - Staff attendance/absence summary report.
   ABS104   - Staff attendance/absence no activity report.

_____ **BENRPT**   Benefit Balance Report

_____ **BENOBL**   Benefit Reporting for GAAP Reports
   BENEMP: Benefit Obligation Report by Employee
   BENACT: Benefit Obligation Report by Account

_____ Print all reports and archive any that you wish to fiche or cdrom before entering absence days and accruing days for July 2021.

You **cannot use **HISTORY** and prior year databases to retrieve this data as absence data is not reflected through June 30th at the time your files are copied and placed into the prior year database.